

CLASS REGISTRATION INSTRUCTIONS

1. Go to “Registration Form” on the site menu and complete the form. **Make sure to complete one registration form per student** and hit the “Submit” button. When completing the form, please provide the *best email address* to receive any upcoming information from us.

The completed form is then immediately sent to Alliance and we will contact you for a brief family interview to answer any of your questions.

2. After your interview you will receive a password that allows you to enter the enrollment process where you will choose your student’s classes and pay.

IMPORTANT You will need to enroll and pay for each student **individually**.

If you have already had your interview, you can go **DIRECTLY** to the “Checkout/Enrollment” page to enter the password you were given at your interview.

3. With the password you can now go to the sub-heading “Checkout/Enrollment” under “Registration” and enter your password on the pop-up page that says “Guest”.
4. Choose the classes for one of your students and either “Add to Cart” or “Checkout”.
5. ***IMPORTANT... Registration fees are added automatically and will be listed under “Delivery Options” and appear as “Registration Fee” on the left of your checkout page and “shipping” on the right where you will see your total due.***
6. **PAYMENTS** - If you would like the option of making more than one payment for your student’s classes, choose one of the following Promo Codes and enter it in the promo code box on the payment form:

The code “Pay2” = paying your total for the semester in 2 payments

The code “Pay3” = paying your total for the semester in 3 payments.

We will email your payment agreement to be signed and returned to Alliance. Your balance will be invoiced for you to be paid in accordance with the payment option you have chosen above.

7. Upon checkout, finish your payment information and enrollment is complete.
CONGRATULATIONS! You have successfully enrolled your student!

You will receive a confirmation email of the classes you have enrolled in immediately following your registration submission.

- REMEMBER...You will need to repeat the enrollment and payment process with EACH of your students.
- Be on the lookout for additional information that will be sent including access to class Syllabi, and other materials.
- Make sure to check out the Curriculum Page for any materials needed for your classes.